



## New Jersey Department of Children and Families Policy Manual

Manual:	CON	Contracting	Effective Date:
Volume:	I	Contract Policy and Information Manual (CPIM)	
Chapter:	A	Contract Policy and Information	8-31-2007
Subchapter:	0	Contract Policy and Information Introduction	
Issuance:	1.2007	<b>Introduction</b>	Revised:
			1-1-2015

### **INTRODUCTION**

The Department of Children and Families (DCF), Office of Contract Administration (OCA), maintains responsibility for the development and revision of policies and procedures. The OCA will be the single contract authority across DCF that supports and sustains the integrity of our procurement processes. The mission of the OCA is to provide centralized contract services, foster consistency and standardize practices for and across all operational components. The primary goal of the OCA is to develop contract processes that are standardized, consistent and possess intrinsic value for the children and families we serve.

The purpose of this Manual is to communicate contracting policies and procedures to Provider Agencies. The Contract Policy and Information Manual is one of two manuals issued by the DCF to Provider Agencies. The companion manual, the Contract Reimbursement Manual, contains principles and procedures for establishing costs and rates for Contracts with the Department. The Contract Policy and Information Manual contains all additional Department policies, procedures and information with regard to the Contract process. All material in the Manual has been developed to ensure consistency and compliance with applicable State and federal regulations. This policy manual is available to Provider Agencies on the DCF Internet.

### **TABLE OF CONTENTS**

**CON-I-A-0**

**Contract Policy and Information Introduction**

[CON-I-A-0-1.2007](#)

Introduction

**CON-I-A-1**

**Contract Negotiations and Revisions**

<a href="#"><u>CON-I-A-1-1.01.2007</u></a>	Documents and Conditions Required for Processing, Executing and Documenting a DCF Third Party Contract (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.02.2007</u></a>	Timely Execution, Renewal Conditions and Sanctions for Contracts (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.03.2007</u></a>	Charitable Registration and Investigation Act (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.04.2010</u></a>	Request for Proposal (Revised: January 12, 2010)
<a href="#"><u>CON-I-A-1-1.05.2007</u></a>	Concurrent Contract Term and Provider Agency Fiscal Year (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.06.2007</u></a>	Standardized Board Resolution Form (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.07.2008</u></a>	Funding Authorization for Social Service Contracts (Revised: July 1, 2011)
<a href="#"><u>CON-I-A-1-1.08.2008</u></a>	Request for Proposal (RFP) Appeal Process (Issued: August 1, 2008)
<a href="#"><u>CON-I-A-1-1.09.2007</u></a>	The Acquisition, Affiliation, Consolidation or Merger of a Provider Agency (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.10.2007</u></a>	Contract Modification (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.11.2007</u></a>	Significant Events (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-1-1.12.2007</u></a>	Clusters (Revised: January 1, 2014)
<a href="#"><u>CON-I-A-1-1.13.2013</u></a>	Emergency Social Services Procurements for the Safety of Children and Families (Issued: January 1, 2013)
<a href="#"><u>CON-I-A-1-1.50.2007</u></a>	Multi-Year Contracting (Revised: January 1, 2015)
<b>CON-I-A-2.00</b>	<b><u>CONTRACT STANDARD LANGUAGE</u></b>
<a href="#"><u>CON-I-A-2-2.01.2007</u></a>	Standard Language Document For Social Service and Training Contracts (Revised: June 6, 2014)
<b>CON-I-A-3.00</b>	<b><u>PROGRAMMATIC INFORMATION</u></b>

<a href="#">CON-I-A-3-3.03.2007</a>	Cultural Competence in Contracts (Revised: January 1, 2013)
<a href="#">CON-I-A-3-3.52.2007</a>	Annex A – Standard Language Title XX Purchase of Service Contract (Issued: August 31, 2007)
<b>CON-I-A-4.00</b>	<b><u>FISCAL STANDARDS AND INFORMATION</u></b>
<a href="#">CON-I-A-4-4.03.2007</a>	Lobbying (Revised: August 1, 2008)
<a href="#">CON-I-A-4-4.05.2007</a>	Equipment (Issued: August 31, 2007)
<a href="#">CON-I-A-4-4.10.2007</a>	Advance Payments (Revised: January 1, 2015)
<a href="#">CON-I-A-4-4.16.2007</a>	Restrictions on the Use of Federal Funds to Influence the Awarding of Contracts or Subcontracts (Federal Lobbying) (Issued: August 31, 2007)
<b>CON-I-A-6.00</b>	<b><u>DONOR AGREEMENTS/MATCHING FUNDS</u></b>
<a href="#">CON-I-A-6-6.01.2007</a>	Match Requirements for Social Services Block Grant Services Contracts (Issued: August 31, 2007)
<b>CON-I-A-7.00</b>	<b><u>CONTRACT CLOSEOUT AND AUDIT INFORMATION</u></b>
<a href="#">CON-I-A-7-7.01.2007</a>	Contract Closeout (Revised: July 1, 2008)
<a href="#">CON-I-A-7-7.05.2007</a>	Pre-Award Survey (Issued: August 31, 2007)
<a href="#">CON-I-A-7-7.06.2007</a>	Audit Requirements (Issued: August 31, 2007)
<b>CON-I-A-8.00</b>	<b><u>GENERAL MANAGEMENT STANDARDS AND INFORMATION</u></b>
<a href="#">CON-I-A-8-8.01.2007</a>	Access to Records and Facilities: Retention of Contract Records; Confidentiality (Revised: January 1, 2012)

<a href="#"><u>CON-I-A-8-8.02.2007</u></a>	Business Registration (Revised: June 10, 2014)
<a href="#"><u>CON-I-A-8-8.05.2007</u></a>	Conflict of Interest (Revised: July 1, 2008)
<a href="#"><u>CON-I-A-8-8.10.2007</u></a>	Nondiscrimination/Americans with Disabilities Act (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-8-8.13.2007</u></a>	Copyrights (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-8-8.14.2007</u></a>	Minimum Standards for Insurance (Issued: August 31, 2007)
<b>CON-I-A-9.00</b>	<b><u>MONITORING</u></b>
<a href="#"><u>CON-I-A-9-9.02.2007</u></a>	Department and Provider Agency Monitoring of Level of Service Delivery (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-9-9.05.2007</u></a>	Contract Default (Issued: August 31, 2007)
<b>CON-I-A-10.00</b>	<b><u>MISCELLANEOUS POLICY</u></b>
<a href="#"><u>CON-I-A-10-10.03.2007</u></a>	Provider Agency Chief Executive Officer and Contract Program Director (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-10-10.04.2007</u></a>	Persons Delivering Contract Services (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-10-10.06.2007</u></a>	Child Abuse or Neglect (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-10-10.07.2007</u></a>	Financial Transactions with Clients, Patients and Residents (Issued: August 31, 2007)
<b>CON-I-A-11.00</b>	<b><u>POLICY GUIDELINES</u></b>
<a href="#"><u>CON-I-A-11-1197.1.2007</u></a>	Department Equitable Interest in Contract Purchased Equipment (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-11-1100.1.2007</u></a>	Auditors Access to Client Records (Issued: August 31, 2007)

<a href="#"><u>CON-I-A-11-1105.1.2007</u></a>	Cognizant Contracting (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-11-1107.1.2007</u></a>	Applicability of the Federal Davis-Bacon Act and the New Jersey Prevailing Wage Act (Issued: August 31, 2007)
<a href="#"><u>CON-I-A-11-1107.2.2007</u></a>	Debarments, Suspensions, and Disqualifications Pursuant to Executive Order #34-1976 (Issued: August 31, 2007)

## **CON-I-A-12**

## **APPENDICES**

<a href="#"><u>CON-I-A-12-12.1.2007</u></a>	Appendix 1 Executive Order No. 34
<a href="#"><u>CON-I-A-12-12.2.2007</u></a>	Appendix 2 Executive Order No. 189
<a href="#"><u>CON-I-A-12-12.3.2007</u></a>	Appendix 3 Guidelines for Executive Order 189